

AUGUST 2016

# Calendar of Events

All workshops are free and open to the public. Please sign up in advance. Space is limited so reserve yours today!

Call us today at  
**802-885-2167!**

◆ The Career Resource Center will be closed on Tuesday, August 16<sup>th</sup> 2016

◆ Register with us online at [www.vermontjoblink.com](http://www.vermontjoblink.com)



**VDOL CAREER RESOURCE CENTER**  
56 MAIN STREET  
SUITE 101  
SPRINGFIELD, VT  
05156

**OFFICE HOURS:**  
MONDAY-THURSDAY  
7:45 TO 4:30  
FRIDAY  
9:45 TO 4:30  
OFFICE CLOSED DAILY  
12:15 TO 1:00

## WEEKLY WORKSHOPS

### TUESDAYS RESUME WRITING 9:00-10:00 am

This workshop is designed to help job seekers learn how to write an effective resume and cover letter. Participants will gain the skills needed to create this essential tool for an effective job search.

### WEDNESDAYS JOB READINESS 8:45-9:30 am

Job Readiness is a weekly job search group, covering topics such as job search skills, professional behavior, networking, finding and using local resources, achieving workplace success, time management, assessing your interests, and much more! Call ahead to learn the topic of the week!

### THURSDAYS INTERVIEWING SKILLS 10:00-11:00 am

Our Interviewing Skills workshop prepares job seekers for all the aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to follow up after the interview.

## FEATURED EVENTS

### AUGUST 10<sup>th</sup> & 24<sup>th</sup> WIOA ORIENTATION 2:00-3:00 pm

Interested in VDOL's training programs? Looking for opportunities to take classes, earn a certificate, or train on the job? Come to the Workforce Innovation & Opportunity Act Orientation for more information about options you may qualify for! Call us at 802-885-2167 or ask at the front desk to pre-register.

### AUGUST 18<sup>th</sup> COWORX HIRING EVENT 9:00 am-12:00 pm

CoWorx Staffing Services is currently recruiting for over 48 positions at Sturm Ruger in Newport, NH. The positions range from entry level production to more skilled positions. They are currently offering a sign-on bonus and there is a travel stipend available for employees who commute a certain distance. Stop by to meet with a representative and fill out an application in the Resource Center!

### AUGUST 26<sup>th</sup> COMPUTER BASICS WORKSHOP 10:00-11:00 am

This monthly workshop is designed for those who are new to using computers, introducing participants to the basic components of a computer and how to conduct a simple job search and use email.

*Events listed are subject to change. Please call ahead of time if you plan on attending an event.*

## THIS MONTH'S FEATURE: Creative Ways to Find Work

Many people know about the most common ways to look for work: searching online, reading the classifieds in the local paper, going to person to see if a business is hiring, etc. But in addition to those popular methods, there are a myriad of creative ways in which you can expand your job search. Try some of these ideas!

1. **Network!** Talk to friends, family, teachers, professors, counselors, and any other acquaintances to see if they know of anyone who is hiring. Ask if they can introduce you to others in their field. Building these contacts creates a vast network of people who can refer you to work opportunities or share you resume with others.
2. **Find employers in the Yellow Pages or in your chosen industry via the Employer Database on VTLMI.info and then contact those businesses to see if they are hiring.** Offer to send them your resume to keep on file even if they say they not hiring at that time.
3. **Create an online presence for yourself.** Build a personal website or create a professional profile on LinkedIn.com. Use Twitter, Facebook, or other social media sites to network with employees and employers. (Make sure you have a professional profile on your social media accounts beforehand, of course!)
4. **Subscribe to a journal, newsletter, or online forum dedicated to the field you want to work in.** This can help you make contacts with people in the field and learn about potential job opportunities.
5. **Pay attention to things like new construction, new business licenses or contracts, and real estate transactions:** you can find out what new businesses are coming to town and see if they are hiring. This is a great way to get your foot in the door.

### What does the Career Resource Center Offer?

- ◇ Five computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information about training and education resources

*Are you an employer interested in holding a hiring event in our office?  
Please contact us at 802-885-2167 to set up a date and time!*

## JULY 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Resume Workshop 9:00-10:00 am	3 Job Readiness 8:45-9:30 am	4 Interview Workshop 10:00-11:00 am	5	6
7	8	9 Resume Workshop 9:00-10:00 am	10 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	11 Interview Workshop 10:00-11:00 am	12	13
14	15	16 <b>OFFICE CLOSED</b>	17 Job Readiness 8:45-9:30 am	18 <b>CoWorx</b> 9:00 am-12:00 pm Interview Workshop 10:00-11:00 am	19	20
21	22	23 Resume Workshop 9:00-10:00 am	24 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	25 Interview Workshop 10:00-11:00 am	26 Computer Basics 10:00-11:00 am	27
28	29	30 Resume Workshop 9:00-10:00 am	31 Job Readiness 8:45-9:30 am			

*Hiring Events are highlighted in **bold**. Events listed are subject to change. Please call ahead of time if you plan on attending an event.*